

# Business Award

The Business Award has been created for people who need to understand the legal structures and financial mechanics of business.



The course has been designed particularly for those with work experience, but not necessarily in a commercial office setting – for example from the retail and service industries or the public sector.

This course has been designed to help you gain a valuable insight into the way businesses are structured. In addition to the business courses, you can also study Microsoft Excel, as this is used extensively in finance administration, this course will also give you the knowledge and confidence to use spreadsheets to a good working standard. You can start when you like and our flexible learning system means you can fit your studying around your existing work and home commitments. There will also be a course advisor on hand to help should you need additional support.

- Flexible training which fits around your commitments
- Support on hand from our friendly course advisors
- Get the skills in demand by employers

## Aims and Objectives

Our Business Award has been created for those who are maybe new to the workplace or business environment, who would find it useful to understand the legal structures and financial mechanics of business.

## Pre-Requisites

There are no specific pre-requisites required before starting this training programme.

## Career Path

If you're keen to understand some of the key aspects of business, such as structures and what the financial reports actually mean, this is a great course. Not necessarily linked to a specific career, this award aims to impress potential employers and show that you're keen to understand their business and how it works from all angles.

It might be a great programme to study if you're working to a career as a PA, EA or Office Manager so that you have a well-rounded skillset that is often a necessity in such careers.



**CPD Points 40**

*(Awarded CPD points upon successful completion).*

## Courses Included

### Introduction to Business Structure and Law

If you have or are thinking about setting up your own business, this course will provide you with an essential grounding in the basics of business structure and law.

### Understanding Business Accounts

For a business, nothing is more important than its finances. This course will provide you with a good understanding of business accounts – essential knowledge if you run a small business.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced

lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much, much more.

### or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. You can choose which version of Microsoft Office, and over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

To discuss your current skills and aspirations call now:

**020 7256 6668**

[www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

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## Guideline Learning Time

**40 hours flexi study or 2 weeks full-time**

*(Full-time based on approx 20-30 hours a week)*